



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

The Hong Kong Institute of Certified Public Accountants is the only statutory licensing body of CPAs in Hong Kong recognized globally as the pre-eminent body of top-tier accountants that leads and serves businesses and the public interest of Hong Kong. At the Institute, we say a CPA is a "success ingredient" in a career, in the business world, and in society as a whole. In building a strong accounting profession, the Institute helps to establish and continuously enhance Hong Kong's reputation as a world-class financial centre.

To meet our business development needs, we are inviting high calibre professionals to join us for the following position:

MANAGER, MEMBERSHIP & ADMISSION [Ref. M-M&A]

The successful candidate will assist the Director and Associate Director of Membership & Admission in all matters pertaining to the registration of public interest entity auditors ("PIE Auditors"), i.e. listed company auditors, as well as governance related matters.

Role and Responsibilities:

- Preparation of guidelines, procedures, correspondence with member practices, reports to Committees and other materials relating to registration and renewal of local PIE Auditors
- Research and preparation of documents relating to the Institute's governance
- Reviewing and formulating policies relating to registration and practising requirements/ procedures
- Processing of applications/ annual renewal for membership including registered PIE auditors, handling verbal and written enquiries and maintain the membership register
- Preparation of memo/ management reports for the Nomination Committee/ Governance Committee/ Registration & Practising Committee/ Qualification Oversight Board, relevant reports on PIE auditor registration and matters related to the Financial Reporting Council ("FRC"), etc.
- Preparation and review of statistic reports for MAS, internal audit, annual audit by external auditor and ad hoc requests from other departments and third parties, etc.
- Coordinating and monitoring IT projects relating to registration and renewal of memberships
- Performing other duties assigned by Director and Associate Director of the department

Qualifications and Required Attributes:

- University graduate with a minimum of six years' relevant experience gained in a professional, regulatory or public body or an organization of similar nature
- Good command of written and spoken English and Chinese including Putonghua
- Strong project management, analytical and problem solving skills
- Well-organised, able to work independently and in teams
- Self-motivated and confident in dealing with members and stakeholders at all levels
- Proficient in MS Word, Excel and PowerPoint

Applications should be marked "**Confidential**" quoting the relevant reference **[M-M&A]** with full details of education, work experience, present and expected salary, contact telephone number and earliest available date. Please apply in writing to the **Head of Human Resources, Hong Kong Institute of Certified Public Accountants, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** or by email to hr@hki CPA.org.hk.

Personal data provided will be used for recruitment purpose only.

For more information, please visit our website at www.hki CPA.org.hk.